

Update TA Reporter Status and Earliest Change Date (ECD) Overview

The **Update TA Status and ECD** page is used to modify the **TA Status** flag and **Earliest Change Date (ECD)** for a Time Reporter. The **TA Status** flag tells Time Administration when to process an employee. The **ECD** tells Time Administration at which date to start the processing.

Currently, when an employee needs to be processed by Time Administration, the employee's timesheet is "touched" in order to force Time Administration to process the employee; "touching" the timesheet causes the TA Status flag to be updated to **Up For Processing**. On the **Update TA Reporter Status and ECD** page, when the **TA Status** flag is changed to **Up For Processing**, the same result as "touching" the employee's timesheet is achieved; the **TA Status** flag is updated to **Up For Processing**.

The **ECD** for an employee can be set back as far as the user is allowed to make prior period adjustments on the timesheet. If the user is allowed a 90-day grace period for prior period adjustments, then the user can change the **ECD** to a date back to and including the Monday of the week of the 90th day. For example, if 90 days back from current date 05/01/2018 is Wednesday, January 31, 2018; the user can enter the Monday date of that week, Monday, January 29, 2018. However, if Sunday, January 28, 2018 is entered, an error will pop up.

Upon saving the changes, the **Last Update** date timestamp field is updated, and the employee is ready to be processed by Time Administration.

After Time Administration has run, the **Earliest Change Date** will display the beginning of the next time period for the workgroup, and the **TA Status** flag will be set to **Not Up For Processing**.

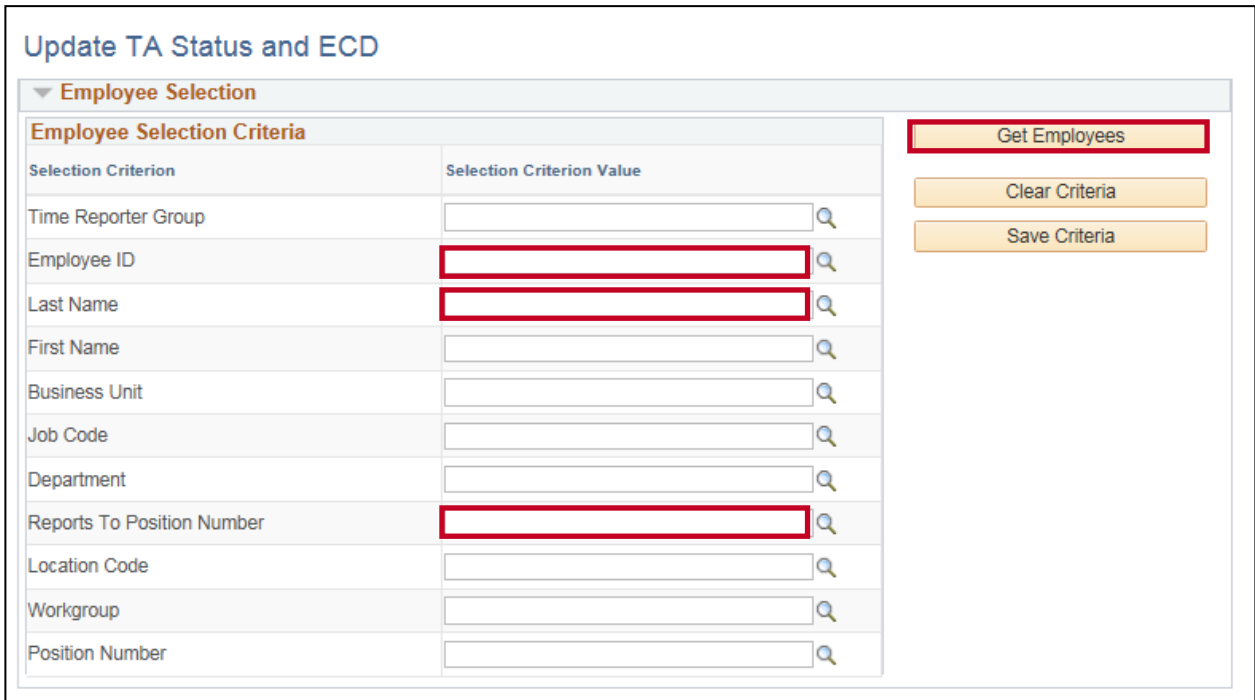
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Update TA Status and ECD

1. Navigate to the **Update TA Status and ECD** page using the following path:

Main Menu > Time and Labor > Process Time > Update TA Status and ECD



Update TA Status and ECD

▼ **Employee Selection**

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

2. In the **Employee ID** field enter the employee id of the employee to be updated or enter the employee's last name in the **Last Name** field. To see all employees that report to a Position number, enter the position number in the **Reports to Position Number** field.
3. Click the **Get Employees** button.

Time & Attendance Job Aid

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Update TA Status and ECD

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	Doe
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Reports To Position Number	
Location Code	
Workgroup	
Position Number	

Get Employees
Clear Criteria
Save Criteria

Time Reporters

Last Name	First Name	Employee ID	Empl Record	Earliest Change Date	*TA Status	Last Updated	Last Processed	User ID	Run Control ID
Doe	John	00900900900		04/16/2018	Not Up For Processing	04/19/2018 1:27:18PM	03/15/2018 12:20:59PM	PPS_TINA.DUBOSE	TIME_ADMIN

Save Notify

- The employee name(s) and **Employee ID(s)** displays in the **Time Reporter(s)** section at the bottom of the page.

Reprocess Current Period

Update TA Status and ECD

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	Doe
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Reports To Position Number	
Location Code	
Workgroup	
Position Number	

Get Employees
Clear Criteria
Save Criteria

Time Reporters

Last Name	First Name	Employee ID	Empl Record	Earliest Change Date	*TA Status	Last Updated	Last Processed	User ID	Run Control ID
Doe	John	00900900900		04/16/2018	Up For Processing	05/01/2018 3:29:56PM	03/15/2018 12:20:59PM	PPS_TINA.DUBOSE	TIME_ADMIN

Save Notify

- If a current period needs to be processed, and the **ECD** field has the correct date, click on the drop-down arrow for **TA Status** and select **Up For Processing** so the employee will be picked up by Time Administration.
- Click the **Save** button and validate the **Last Updated** field has the date and time of the change.

Reprocess Prior Period

Update TA Status and ECD

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	Doe
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Reports To Position Number	
Location Code	
Workgroup	
Position Number	

Get Employees
Clear Criteria
Save Criteria

Time Reporters

Last Name	First Name	Employee ID	Empl Record	Earliest Change Date	*TA Status	Last Updated	Last Processed	User ID	Run Control ID
Doe	John	00900900900		04/09/2018	Up For Processing	05/01/2018 4:10:41PM	03/15/2018 12:20:59PM	PPS_TINA.DUBOSE	TIME_ADMIN

Save Notify

- If a prior period needs to be processed, change the **ECD** to the Monday of the week that needs to be re-processed and click on the drop-down arrow for **TA Status** and select **Up For Processing**.
- Click the **Save** button on the page and validate the **Last Updated** field has the date and time of the change.

Update TA Status and ECD

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Last Name	Doe
First Name	
Business Unit	
Job Code	
Department	
Reports To Position Number	
Location Code	
Workgroup	
Position Number	

Get Employees
Clear Criteria
Save Criteria

Time Reporters

Last Name	First Name	Employee ID	Empl Record	Earliest Change Date	*TA Status	Last Updated	Last Processed	User ID	Run Control ID
Doe	John	00900900900		04/09/2018	Not Up For Processing	04/12/2018 10:09:44AM	04/11/2018 6:13:11PM	PPS_TINA.DUBOSE	td

Save Notify

- To confirm that the employee has been processed (besides verifying that payable time results are as expected), the **Earliest Change Date** displays the beginning of the next time period for the workgroup, and the **TA Status** flag will be set to **Not Up For Processing** as mentioned above.